

INSTRUCTIONS

PURPOSE: The Officer Evaluation Report (OER) primarily provides information for officer corps promotion, selection, and assignment determinations. Secondary purposes include: (1) prescribing common standards of expected performance; (2) reinforcing Coast Guard values; and (3) acting as one means of performance feedback for the Reported-on Officer.

GUIDING INSTRUCTION: Chapter 10-A of the CG Personnel Manual, COMDTINST M1000.6 (series), contains all official guidance on OES requirements.

RESPONSIBILITIES: All Coast Guard officers and raters of CG officers should be aware of their OES responsibilities as outlined in the CG Personnel Manual.

SUBMISSION SCHEDULE:

Grade	Active Duty	IDPL
Captain	May	May
Commander	Mar	Mar
Lieutenant Commander	Apr	Apr
Lieutenant	May	May
Lieutenant (Junior Grade)	Jan and Jul	Jul
Ensign	Mar and Sep	Sep
Chief Warrant Officer (W4)	Apr	Apr
Chief Warrant Officer (W3)	Jun	Aug
Chief Warrant Officer (W2)	Feb and Aug	Aug

Notes:

(1) An OER period may be extended for up to 92 days (semiannual) under certain conditions. Consult PERSMAN for further guidance.

(2) OERs for IDPL grades of CAPT, LTJG, ENS and CWO2 are annual. All other IDPL OERs are biennial.

(3) Officers assigned to DUINS follow an annual/semiannual schedule according to school terms.

TIMELINE:

<u>21 days</u>	before end of period: Reported-on Officer submits to Supervisor a list of significant accomplishments during the period, supporting documents (as required), administrative data required for OER Section 1, and a completed OER page 4.
<u>10 days</u>	after the period: Supervisor sections of OER due to Reporting Officer.
<u>30 days</u>	after the period: Supervisor and Reporting Officer sections due to Reviewer. Reviewer sends completed OER to OER Administrator.
<u>45 days</u>	after the period: OER due to CGPC for review and entry into official record.

RESTRICTIONS:

Raters shall not mention a Reported-on Officer's: (1) First name; (2) Non-selection for promotion, including allusions thereto; (3) Record appeals; (4) Psychological or medical conditions; (5) marital or family status (including pregnancy); or (6) Performance observed outside the reporting period. Raters also shall not: (1) Expressly evaluate or place emphasis on gender, religion, color, race, or ethnic background (applies to both member and third parties); (2) Refer to any third party by name; or (3) Include information which is subject to a security classification. See PERSMAN for additional restrictions that apply to disciplinary proceedings.

PREPARATION CHECKLIST (OPTIONAL):

Administrative Data and Description of Duties (Sections 1 and 2):

— All fields completed (enter dates in YY/MM/DD format; enter only one occasion for report, leave 1.c. blank if active duty).

— Primary duty underlined or capitalized (no other text enhancements, such as underlining, bolding, or all capital letters, are allowed throughout the OER).

— Attachments listed (only personal award citations, punitive letters, or letter reports for senior service school allowed).

Performance Evaluation (Sections 3-5 and 7-8)

— Marks assigned according to standards which most closely describe Reported-on Officer's performance during the period.

— Specific examples cited for each mark which deviated from "4". When applicable, comments on seamanship or airmanship ability are distinct.

Comparison or Rating Scale and Potential (Sections 9 and 10):

— Section 9 mark assigned according to the instructive clause on the form.

— Comments describe Reported-on Officer's overall potential for greater responsibility (include, as appropriate, recommendations for promotion, special assignment, and command).

TIPS FOR EFFECTIVE COMMENTS:

1. Be specific.

Concisely describe the performance by relating the action observed and its impact; quantify the action whenever possible and explain why it was important; avoid empty superlatives. Do not repeat the dimensions.

2. Save space.

Use information bullets; reduce the use of pronouns; use member's name sparingly, if at all; use action verbs and semicolons; and avoid excess words. Acronyms and abbreviations are effective only if they are common to all Coast Guard communities or are initially defined in the comments.

3. Be clear.

Don't lose the meaning; watch for cryptic comments.

13. RETURN ADDRESS. (Name and address to which a copy is sent after filing the original in the officer's record.)

14. OER ADMINISTRATOR REVIEW:

a. Initials:

b. Date:

PRIVACY ACT STATEMENT

This information is requested under the authority of 14 U.S.C. 833 to determine an officer's suitability for promotion or job assignment. Submitting this information is mandatory. Failure to provide it could adversely affect promotion opportunities and job assignments or lead to disciplinary action.